

## APPROVAL/VARIATION REQUEST

1. Page 1 of \_\_\_\_

2. <input type="checkbox"/> <b>APPROVAL REQUEST</b>		3. <input type="checkbox"/> <b>VARIATION REQUEST</b>	
4. AR/VR Number _____		5. Resubmittal <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. PO/Subcontract No. _____		6. Equip. No.(s) _____	
10. Specification/Drawing/Document No. & Rev. _____		8. Line Item No. _____	
12. Supplier Name _____		9. Response Date _____	
13. Supplier Signature _____		11. Receipt Date _____	
14. Buyer _____			
15. Describe request in detail. Include all applicable information on attachments. Provide rationale for the variation request.			
16. Req.	17. Organization	18. Disposition	
	Construction Management	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Disapproved <input type="checkbox"/> Copy Requested	
	Cognizant Engineer	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Disapproved <input type="checkbox"/> Copy Requested	
	Quality Assurance	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Disapproved <input type="checkbox"/> Copy Requested	
	STR	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Disapproved <input type="checkbox"/> Copy Requested	
	SEC	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Disapproved <input type="checkbox"/> Copy Requested	
	Other	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Disapproved <input type="checkbox"/> Copy Requested	
19. Reason for Disapproval or Conditional Approval:			
20. Recommended Disposition by Responsible Technical Manager: <input type="checkbox"/> Proceed <input type="checkbox"/> Do Not Proceed			
Printed Name _____ Signature _____ Date _____			
21. Disposition of Approval/Variation Request: <input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval - Resubmittal Required <input type="checkbox"/> Disapproved			
22. <b>NOTE TO SUPPLIER OR SUBCONTRACTOR:</b> Requests that are conditionally approved or disapproved require an amended AR/VR to be processed.			
<input type="checkbox"/> Authorized to Proceed <input type="checkbox"/> Do Not Proceed <input type="checkbox"/> Amendment Not Required <input type="checkbox"/> Amendment Required			
Authorized by Purchasing: _____ Date _____			

## Instructions for Filling out Approval/Variation Request

### Block

1. Subcontractor Technical Representative (STR) - Fill in the number of pages upon the completion of the review. Be sure to number your attachments.
- 2./3. Supplier - Check the appropriate block to show if the submittal is an Approval Request (AR) or a Variation Request (VR).
4. Supplier - Insert the AR/VR number shown on the Schedule.
5. Supplier - Check the appropriate block to show whether or not the submittal is a resubmittal.
6. Supplier - Enter the appropriate equipment number(s), if any.
7. Supplier - Enter the purchase order or subcontract number.
8. Supplier - Enter the Purchase Order (PO) line item number. (Each submittal shall be identified by PO line item number.)
9. Buyer - Enter the date the review is to be completed and returned to you.
10. Supplier - Enter the appropriate specification, drawing, or document number and revision that is the subject of the AR/VR.
11. Buyer - Enter the receipt date of the AR/VR.
12. Supplier - Print name of company.
13. Supplier - Sign in this block.
14. Buyer - Print your name here.
15. Supplier - Describe details of request, including specified requirements which are satisfied by the AR and which are applicable to a VR. You may use additional sheets if necessary.
16. STR - Check the appropriate blocks that are required for the review.
17. STR - Identify additional organizations, if necessary, in the other block. Technical Reviewers - Sign and date in the appropriate block after you have completed your review. Please note - signature constitutes confirmation that you have reviewed the document(s) for adequacy to your department/program area of responsibility.
18. Technical Reviewers - Check the appropriate disposition of your comments.
19. Technical Manager - Based on review of the AR/VR comments, list reasons for disapproval or conditional approval.
20. Technical Manager - Check appropriate block, print name, sign, and date.
21. Technical Manager - Check appropriate block.
22. Buyer - Check appropriate block, sign, and date.